

## VERMONT EMPLOYMENT GROWTH INCENTIVE (VEGI)

### VEGI APPLICATION AND CLAIM SYSTEM WORKFLOW (OR, "WHO HAS TO DO WHAT, WHEN!")

STEP	WHO	WHAT	WHEN	VEGI ONLINE APPLICATION SYSTEM STATUS
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**NOTE: THIS DOCUMENT CONTAINS HYPERLINKS TO RELATED DOCUMENTS AND WEBSITES. HYPERLINKS ARE IDENTIFIED BY UNDERLINED RED TEXT. WHEN HAND APPEARS, CLICK TO LINK TO DOCUMENT.**

**FOR OPTIMAL VIEW, USE "NORMAL VIEW" AT 100%**

#### Prior to any type of VEGI application:

	Company Representative	Contact VEPC Executive Director to discuss project and program: (802)828-5256 or <a href="mailto:fred.kenney@state.vt.us">fred.kenney@state.vt.us</a>	At your convenience, but well before project commencement	N/A
	Company Representative	Review program information on the <a href="#">VEGI website</a> .	At your convenience	N/A
	Company Representative	Contact appropriate <a href="#">regional economic development corporation</a> director to inform of project and discuss all appropriate programs and services. Companies new to Vermont should also contact the State's Director of Recruitment at (802)828-1680.	At your convenience	N/A

#### VEGI Pre-Application Estimate:

	Company Representative with knowledge of project	Go to <a href="#">VEGI website</a> and download VEGI Pre-Application (MS Excel).	At your convenience, but well before your project commences and at the latest, two weeks before the deadline for filing a formal application.	N/A
	Company Representative with knowledge of project	Following <a href="#">VEGI Pre-Application Instructions</a> , complete VEGI Pre-Application forms and Pre-Application Common Errors form.	At your convenience, but well before your project commences and at the latest, two weeks before the deadline for filing a formal application.	N/A
	Company Representative with knowledge of project	Email completed VEGI Pre-Application forms and Pre-Application Common Error form to: <a href="mailto:fred.kenney@state.vt.us">fred.kenney@state.vt.us</a>	At your convenience, but well before your project commences and at the latest, two weeks before the deadline for filing a formal application.	N/A
	VEPC Executive Director	Review Pre-Application for completeness and accuracy	Normally as soon as forms are received, but no more than 1-2 days from receipt.	N/A
	VEPC Executive Director	Contact applicant for corrections to Pre-Application, if required.	Normally as soon as forms are received, but no more than 1-2 days from receipt.	N/A
	VEPC Executive Director and Cost-Benefit Model Economist	Cost-Benefit model and incentive calculation completed for Pre-Application	Normally as soon as forms are received, but no more than 3-7 days from receipt of complete Pre-application.	N/A
	VEPC Executive Director	Email Pre-Application Estimate to applicant. Includes: Pre-Application Email with estimate assumptions, Incentive Calculation and Payout Estimate, and copy of data used for estimate.	Normally within 7 days of receipt, but no more than 14 days from receipt.	N/A
	Company Representative	Contact VEPC Executive Director (802)828-5256 or <a href="mailto:fred.kenney@state.vt.us">fred.kenney@state.vt.us</a> to discuss formal VEGI application process and timing	At your convenience	N/A

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#### Formal VEGI Application (Initial or Final):

**Roles in the formal online VEGI Application and Claim System:**

**Note that these roles are only used in the formal online application process, not with the Pre-Application.**

**For detailed information on VEGI Application System, see the [VEGI Application and Claim System Manual](#)**

VEGI System Titles (What we call 'em)	Company Title (What you call 'em)
Senior Authorized Official (SAO)	President, CEO, Owner. Top Vermont company official if applicant is a Vermont company or, if a multi-state/multi-national company, an officer from the headquarters or parent company. This person has full access to the application, can edit and save forms, and MUST certify and sign off on certain statements before the application is submitted. (NOTE: If company is a Sole Proprietorship, Owner is assigned SAO and AO roles).
Authorizing Official (AO)	CFO, VP, GM or other company officer. If applicant company is a multi-state/national company, top officer at the Vermont operation, if applicant company is a Vermont company, a senior officer of company with knowledge of application. This person has full access to the application, can edit and save forms, and MUST certify the application and sign off on certain statements before the application goes to the Senior Authorized Official for certification, authorization and submittal.
Administrator (Admin)	A company official who will manage the application process on a day-to-day basis and complete the application. Can edit and save forms, and change application status to get AO certification. This person should have knowledge of the project and have access to the project data such as employment and capital investment plans. There can be more than one Administrator. <b>Administrator can also be the AO.</b>
Writer	A company employee or external consultant who might help complete the application. Has rights to edit and save application information and data, but not change the application status.
Viewer	A company employee or external consultant who might need to review the application, but cannot edit or change status. Has rights to view, but not edit or save.
EPC ED	Vermont Economic Progress Council Executive Director
EPC AA	Vermont Economic Progress Council Administrative Assistant
Tax Examiner	Vermont Department of Taxes Examiner (Reviews claims)

#### Formal VEGI Application Process (Initial or Final):

<b>Establish Company and Create User Accounts on the Online VEGI Application and Claim System</b>	Company representative	Notify VEPC of intent to file formal VEGI Application (Call (802)828-5256 or email <a href="mailto:fred.kenney@state.vt.us">fred.kenney@state.vt.us</a> ). Check VEPC <a href="#">meeting schedule and filing deadlines</a> .	At your convenience, but at least two weeks prior to the filing deadline for the month application is to be considered.	N/A
	EPC ED or AA	Register company on VEGI Application and Claim System and notify company Admin and/or AO that company is registered	After company notifies VEPC that they would like to file a formal VEGI application	N/A
	Admin and/or AO	Review: <a href="#">VEGI Application and Claim System Manual</a> .	Before creating any New User Accounts	N/A
	Admin, SAO, AO, and any company Writers or Viewers	Log onto <a href="#">VEGI Application and Claim System Website Portal</a> and create user accounts. Make note of your User Name and Password you create for future reference.	After VEPC notifies company that company is registered on the system	N/A
	Admin or AO	Notify VEPC that company User Accounts are created (Call Trisha at (802)828-3230 or email <a href="mailto:Trisha.Standen@State.vt.us">Trisha.Standen@State.vt.us</a> or Fred Kenney at (802)828-5256 or <a href="mailto:Fred.Kenney@state.vt.us">Fred.Kenney@state.vt.us</a> ).	After User Account is created	N/A
	EDC ED or AA	Validate new User Accounts and assign appropriate roles	As soon as notification is received by phone or email that company accounts have been created	N/A
	EPC ED or AA	VEPC will assign the appropriate regional development corporation director as a Writer to your application so that the director can assist you with the application and attach certain required documents. If you do not want the RDC Director to have access to your application, please notify VEPC ( <a href="mailto:fred.kenney@state.vt.us">fred.kenney@state.vt.us</a> ).	After application started	App in Progress

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<b>Complete the VEGI Application on the VEGI Application and Claim System</b>	SAO, AO, and/or Admin	Decide if company is submitting an <a href="#">Initial or Final Application</a> .	At your convenience , but early enough to complete application before filing deadline	App in Progress
	SAO, AO, and/or Admin	Download, print out and follow the <a href="#">Application Checklist for an Initial Application</a> if you are filing an Initial Application, or the Application Checklist for a Final Application When Not Filing an Initial Application if you will skip the Initial Application.	At your convenience , but early enough to complete application before filing deadline	App in Progress
	SAO, AO, and/or Admin	Determine the <a href="#">Activity Commencement Date</a> for your project.	At your convenience , but early enough to complete application before filing deadline	App in Progress
	Admin and/or AO	Gather documents that are required to be attached to application and documents you will attach to support application. Gather data required to complete application. Recommended: If you filed a Pre-Application, update the data on Form B and use it as a guide to enter the data on the VEGI Application and Claim System.	At your convenience , but early enough to complete application before filing deadline	App in Progress
	Admin and/or AO	Send request to Vermont Department of Taxes to obtain a " <a href="#">Letter of Good Standing</a> ." This document is required and may take several days to obtain.	At your convenience , but early enough to complete application before filing deadline	App in Progress
	Admin, AO, and/or Writers	Log onto the <a href="#">VEGI Application and Claim System</a> and complete all application forms. Be sure to click on "SAVE" as you finish each form before moving on to the next form.	At your convenience , but early enough to complete application well before filing deadline	App in Progress
<b>Informal Review By VEPC Staff (optional)</b>	Admin and/or AO	Before changing application status from "App in Progress" to "App Authorization Required," which will restrict access to the application to only the AO and SAO, notify VEPC that application is complete or nearly complete and request that VEPC Executive Director provide an informal review of application.	At your convenience , but early enough to complete application well before filing deadline	App in Progress
	EPC ED	VEPC Executive Director will conduct an Informal review of the application and send an email to the application contact with suggestions and required edits.	Will review immediately upon request and email response within 1-2 days.	App in Progress
<b>Finalize and Submit Application</b>	Admin and/or AO	Make changes to application as recommended by informal review by VEPC Executive Director and required by applicant.	At your convenience , but early enough to complete application well before filing deadline	App in Progress
	Admin and/or AO	Upload required and desired attachments to application. As a Writer, RDC will upload letters from regional organizations and municipality, if required.	At your convenience , but early enough to complete application well before filing deadline	App in Progress
	Admin and/or AO	If this is a Final Application <b>and</b> the company had employees in Vermont as of the Activity Commencement Date, download, complete and upload to the application a <a href="#">VEGI Base Employment Data Workbook</a> .	At your convenience , but early enough to complete application well before filing deadline	App In Progress
	Admin or AO acting as Admin	Review the entire application to ensure it is complete, click on "Application Main Menu." When main menu opens, under "Status Management," select "App Authorization Required" from the pull-down menu and click on "Change Status." After this step is taken, only the AO will have access to the application.	At your convenience , but early enough to complete application before filing deadline	App Authorization Required
	AO only	AO only log onto <a href="#">VEGI Application and Claim System</a> , review entire application, read and complete the "Authorization & Certification (for Authorizing Official) form and click "SAVE." Then click on "Application Main Menu." When main menu opens, under "Status Management" choose "App Final Authorization Required" from the pull-down menu and click "Change Status." After this step, only the SAO will have access to the application.	At your convenience , but early enough to complete application before filing deadline	App Final Authorization Required
	SAO only	SAO only log onto <a href="#">VEGI Application and Claim System</a> , review entire application, read and complete Authorizations & Certification (for Senior Authorizing Official) form, and click "SAVE." Then click "Application Main Menu." When Main Menu opens, under "Status Management" choose "App Submitted" from pull down menu and click "Change Status. This will submit the application to VEPC.	By 4:00 p.m. on the first Friday of the month during which you want your application considered.	App Submitted

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<b>Formal Application Review</b>	EPC ED	VEPC Executive Director reviews application for completeness, efficacy and accuracy. Due diligence is performed on key aspects of application, particularly the But For statement.	Begins Monday following filing deadline. Review takes 3-5 days.	App ED Review Required
	EPC ED	If Final Application and applicant has base employment in Vermont, VEPC ED will review VEGI Base Employment Data Workbook and forward to Tax Examiner for review.	Begins Monday following filing deadline. Review takes 3-5 days.	App ED Review Required
	Tax Examiner	If a Final Application and applicant had base employment in Vermont, Tax Examiner reviews and verifies base employment and payroll data.	Within 2-4 days after application forwarded by VEPC.	App Baseline Review Required
	EPC ED	Notifies applicant via email if application modifications are required.	Within 5-9 days of submittal	App Mods Required
	Admin and/or AO	Make modifications as recommended by VEPC Executive Director. Once modifications are completed, go to Application Main Menu, choose "App Mods Submitted" from the pull down menu under "Status Management" and click "Change Status." This will re-submit the application to VEPC.	Within 1-2 days of request from VEPC	App Mods Required
	EPC ED and Admin/AO	Modification process repeated until application is complete and correct	Within 5-10 days of submittal	App Mods required/App Mods Submitted
	EPC ED	Prepare application for cost-benefit modeling and incentive calculation.	Within 5-10 days of submittal	App CBR Required
	EPR	Cost-Benefit Modeling and Incentive calculation performed	Within 5-10 days of submittal	App CBR Complete
	EPC ED or AA	Cost-Benefit model results entered into VEGI Application and Claim System	Within 5-10 days of submittal	App CBR complete
	EPC ED or AA	Prepare Application Summary and attach all Staff documents to application. Email detailed instructions to applicants regarding review of cost-benefit results, incentive calculation, and VEPC Board meeting.	By Friday before monthly VEPC Board meeting	App CBR Acceptance Required
	AO or SAO	Review cost-benefit results, incentive calculation and VEPC Board meeting instructions in email from VEPC. Then log onto VEGI Application and Claim System, go to application Main Menu, choose "APP CBR Acceptance" from drop-down menu and click "Change Status."	By date indicated in email from EPC ED	App CBR Acceptance
	Council Members	Council Members review application and staff summary	Fourth Thursday of the month	App Council Review Required
	SAO and/or AO	Attend VEPC Board meeting. Explain company and project. Answer questions about application.	Fourth Thursday of the Month	App Council Review Required
	Council Members	Approve or deny application	Fourth Thursday of the Month	App Council Review Required
<b>If Application Denied</b>	EPC ED	Denial letter sent to Applicant	Immediately following meeting	App Denied
<b>If Final Application was filed and approved (i.e no Initial Application filed)</b>	Admin or AO	Skip to "Incentive Authorization" section below	N/A	N/A

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<b>If Initial Application Filed and Approved: Prepare Final Application</b>  <b>(Note: Final Applications must be filed and considered before the end of the calendar year in which the Activity Commencement Date occurs.)</b>	EPC ED	Send approval email to applicant with explanation and requirements for submittal of Final Application	Immediately following Meeting	App Mods Required
	Admin or AO	If applicant company had employees in Vermont as of the Activity Commencement Date, download, complete and upload to the application a <a href="#">VEGI Base Employment Data Workbook</a> .	Immediately following notice of Initial Approval	App Mods Required
	Admin or AO	Using the Excel data form sent to you with the Initial Application email, make updates to the data as required to reflect the staffing and investment decisions you have made following the Initial Approval and the decision by the company to proceed with the project in Vermont. Revising the data on the Excel form will help serve as a guide when you enter the Final Application data on the VEGI Application and Claim System data forms. Email the revised Excel spreadsheet to <a href="#">Fred Kenney</a> for review before you enter the data on the online system.	At your convenience, but well before the deadline to submit your Final Application.	App Mods Required
	Admin or AO	Do <b>not</b> start a new application. Make modifications to the existing application for Final submittal. Be sure to change the "Applicant Information" form to indicate "Final Application." Make any changes to any form that needs to be updated and click "SAVE" as you update each form. You must review and resave <b>every</b> form, even if no changes were made to it. Also, attach a brief letter explaining the differences between the Initial Application and Final Application. If the company has employees in Vermont at the time of application, you must also download, complete, and upload a "VEGI Base Employment Data Workbook."	At your convenience, but well before the deadline to submit your Final Application.	App Mods Required
	AO	AO only log onto <a href="#">VEGI Application and Claim System</a> , review entire revised application, and <b>resave</b> the "Authorization & Certification (for Authorizing Official)" form.	At your convenience, but well before the deadline to submit your Final Application.	App Mods Required
	SAO	SAO only log onto <a href="#">VEGI Application and Claim System</a> , review entire revised application, and <b>resave</b> the "Authorization & Certification (for Senior Authorizing Official)" form.	At your convenience, but well before the deadline to submit your Final Application.	App Mods Required
	Admin, AO, or SAO	Log on to application and change status to "App Mods Submitted."	By 4:00 p.m. on the first Friday of the month during which you want your Final Application considered. Note that Final applications must be submitted by the end of the calendar year in which the Activity Commencement Date occurs. The preferred timing is to submit the Final Application as soon as possible after the Initial Application is approved, but after a decision is made to proceed by the applicant company and employment and investment plans for the authorization period are known.	App Mods Submitted

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<b>Final Application Review</b>	EPC ED	VEPC ED reviews application for completeness, efficacy and accuracy. Due diligence performed on key aspects of application.	Monday following filing deadline. Review takes 3-5 days.	App ED Review Required
	EPC ED	If applicant has base employment in Vermont, review VEGI Base Employment Data Workbook and forward to Tax Examiner for review.	Within 5-7 days of submittal.	App ED Review Required
	Tax Examiner	Tax Examiner reviews base employment data.	Within 2-4 days after application forwarded by VEPC.	App Baseline Review Required
	EPC ED	VEPC ED Reviews application and notifies applicant if modifications are required.	Within 5-7 days of submittal	App Mods required
	Admin or AO	Make modifications as recommended by VEPC ED or required by applicant.	Within 1-2 days of receipt of recommendations from VEPC.	App Mods Required
	Admin or AO	Go to Application Main Menu, choose "App Mods Submitted" from the pull down menu under "Status Management" and click "Change Status." This will re-submit the application to VEPC.	Within 1-2 days of receipt of recommendations from VEPC.	App Mods Submitted
	EPC ED and Admin/AO	Modification process repeated until application is complete and correct	Within 5-10 days of submittal	App Mods required/App Mods Submitted
	EPC ED	Prepare application for cost-benefit modeling and incentive calculation.	Within 5-10 days of submittal	App CBR Required
	EPR	Cost-Benefit Modeling and Incentive calculation performed	Within 5-10 days of submittal	App CBR Complete
	EPC ED or AA	Cost-Benefit model results entered into VEGI Application and Claim System	Within 5-10 days of submittal	App CBR complete
	EPC ED or AA	Prepare Application Summary and attach all Staff documents to application. Email detailed information on Cost-benefit results and incentive calculation and instructions regarding VEPC Board meeting to applicant.	By Friday before monthly VEPC meeting	App CBR Acceptance Required
	AO or SAO	Review cost-benefit results, incentive calculation and meeting instructions in email from VEPC. Then log onto VEGI Application and Claim System, go to application Main Menu, choose "APP CBR Acceptance" from drop-down menu and click "Change Status."	By date indicated in email from VEPC ED	App CBR Acceptance
	Council Members	Council Members review application and staff summary	By Fourth Thursday of the month	App Council Review Required
	SAO and/or AO	Attend VEPC Board meeting, if required. Attendance for review of a Final Application is at the discretion of the VEPC ED and will usually only be required if the Final Application is substantially and materially different from the Initial Application. Explain differences between Initial and Final Applications. Answer questions about company and project.	Fourth Thursday of the Month	App Council Review Required
	Council Members	Approve or deny application	Fourth Thursday of the Month	App Council Review Required

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Incentive Authorization	EPC ED	Prepare Incentive Authorization Document and notify applicant via email that Authorization Document is ready for review and approval.	Within 2 weeks of approval	Authorization Document Acceptance Required
	AO	AO only review Authorization Document. Note that this is the contract between the applicant company and the State describing the responsibilities and requirements to earn and be paid the VEGI Incentives. The document can be reviewed two ways: Either by downloading the PDF version that is emailed by the EPC Executive Director. Or, log onto the <a href="#">VEGI Application and Claim System</a> , go to Application Main Menu, select "Authorization Document:Report" from the form tree on the right side. Click "View PDF."	Within 30 days of notice of Authorization	Authorization Document Acceptance Required
	AO	AO only click on "Certification of Incentive Approval (AO) form," and carefully read and complete the certification form. Click "SAVE." Click on "Application Main Menu." When main menu opens, choose "Authorization Final Acceptance Required" from pull-down menu, and click "Change Status"	Within 30 days of notice of Authorization	Authorization Document Final Acceptance Required
	SAO	SAO only review Authorization Document. Note that this is the contract between the applicant company and the State describing the responsibilities and requirements to earn and be paid the VEGI Incentives. The document can be reviewed two ways: Either by downloading the PDF version that is emailed by the EPC Executive Director. Or, log onto the <a href="#">VEGI Application and Claim System</a> , go to Application Main Menu, select "Authorization Document:Report" from the form tree on the right side. Click "View PDF."	Within 30 days of notice of Authorization	Authorization Document Final Acceptance Required
	SAO	SAO only click on "Certification of Incentive Approval (SAO) form," and carefully read and complete the certification form. Click "SAVE." Click on "Application Main Menu." When main menu opens, choose "Authorization Accepted" from pull-down menu, and click "Change Status"	Within 30 days of notice of Authorization.	Auth Doc Accepted
	EPC ED or AA	Finalize Authorization and set up Incentive	As soon as Authorization Document accepted by applicant	Incentive Approved

### Filing Annual VEGI Claim:

	Admin, AO , or SAO	Review VEGI Claim forms, instructions, and workbooks required to file a VEGI Claim	Before end of Year 1	N/A
	Admin, AO , or SAO	Track data that is required to complete claim form and workbooks	Throughout calendar year	N/A
	Admin, AO , or SAO	Log onto <a href="#">VEGI application and Claim System</a> between January 1 and April 1 each year and complete a claim <b>before April 30</b> each year for activity that occurred in previous calendar year. A claim must be filed even if targets were not met, you don't know if you met targets, or you had no targets for that year. Claim form must be complete and all required workbooks must be attached. Claim must be filed by April 30. This is a statutory deadline that cannot be extended.	By April 30 each year for activity during the previous calendar year. This is a firm deadline; no extensions.	Claim in Progress
	Admin, AO , or SAO	Complete claim and attach all required workbooks. Go to Main Menu, select "Claim Submitted" from pull-down menu and click "Change Status."	By April 30 each year for activity during the previous calendar year.	Claim Submitted
	Tax Examiner	Requires more information or modifications of claim or workbooks.	Within several weeks of claim submittal	Claim Mods required
	Admin, AO , or SAO	Make required modifications and resubmit claim	Within 30 days of modification request	Claim Mods Submitted
	Tax Examiner	Review claim for completeness, maintenance of base employment and payroll, and meeting payroll target and either headcount or capital investment targets.	Within six months of claim submittal	Claim submitted
	Tax Examiner	Determines that base payroll and employment maintained and targets met. Incentive is earned and first installment authorized (first installment will be one-fifth of earned incentive, less adjustment for partial year employment. Installments received in Years 2-5 will be full one-fifth of incentive earned, if targets are maintained.	Within six months of claim submittal	Claim Approved
	Tax Examiner	Determines that either base not maintained or targets not met. Company has 24 months to meet targets and earn incentive. If targets not met within 24 months, incentives will be rescinded.	Within six months of claim submittal	Claim in Delay